

**TOWN OF KITTERY  
POLICY FOR  
ARTWORK/PHOTOGRAPHY EXHIBITS AT  
THE MUNICIPAL OFFICE**

Purpose:

The Town of Kittery has supported its local artists within the community by providing a venue for which their work could be displayed at the Municipal Office. From time to time, artwork and photography exhibits, over the past several years, have offered cultural enrichment for not only the citizens and visitors to Town Hall, but has also encouraged the development of artists residing in Kittery.

Because the exhibits at the Municipal Office Complex were well received by visitors and citizenry alike, and requests to display artwork and photographs have increased, it has reached the point where a policy was suggested to manage and offer guidelines for artwork/photography exhibits at the Municipal Office Complex.

Venue:

Exhibits and/or displays will be held in the following areas of the Municipal Office:

1. Front lobby/reception area of the Municipal office
2. Council Chambers
3. Inside Front Counter area (MV Registrations/ Admin. Clerk area)
4. Hallway leading to Conference Room and Town Manager's office
5. Hallway leading to public restrooms

The Town Hall does not have cases to exhibit free standing pieces such as pottery or sculpture; therefore, artists wishing to display sculptures and/or pottery may do so in the front lobby area only, with special permission from the Town Manager, and at their own risk. All artwork and photography should be framed and/or matted.

The art exhibit applicant will designate an exhibit coordinator, who will be responsible for communication as needed prior to, during and after the exhibit with the Town Manager or his/her designee. The exhibit coordinator will be responsible for the placement and proper display of the artwork. At the termination of the exhibit, all walls must be repaired and restored to the same condition in which they were found. The applicant and exhibit coordinator may be the same individual.

Eligibility:

The Town encourages both novice and experienced artists of all ages to show their work at the Municipal Office. All exhibit applicants must either reside in, or have an affiliation with an art organization /class associated with the Town of Kittery.

Arrangements for a show or an exhibit at the Municipal Office will be scheduled through the Town Manager's office (207-439-1633 ext 329).

An application to show an individual piece is available at the Town Manager's office or on the town's website. Individual artists may be placed in a show with larger artwork or photography pieces. Primary consideration will be given to organized exhibits (i.e. Kittery Adult Education classes, or other Art programs through the Kittery School Department, Kittery Art Association).

#### Appropriateness of the Subject Matter:

All artwork to be displayed at the Municipal Office, or on the town's website, must be reviewed by the Exhibit Coordinator and the Town Manager and/or his/her designee, to determine and approve the artwork as suitable for display in a public facility. Only artwork that is approved by all parties named above shall be accepted for the exhibit.

#### Duration of Exhibit:

Shows and/or Exhibits at the Municipal Office will be displayed for a maximum of 12 weeks. Artwork or photography will be hung in designated areas only and will contain a plaque card containing the name of the artist, Title and Medium of the work, but no pieces may be offered for sale. Contact information should be provided to the Exhibit Coordinator in the event an interested party wishes to get in touch with the artist regarding whether or not the piece is for sale.

Exhibit Coordinators will be allowed to host a reception for each show in the lobby area only of the Municipal Office. No food or drink will be allowed in the Council Chambers and no alcoholic beverages are permitted in the Municipal Office Complex at any time.

All Exhibit Coordinators must first meet with the Town Manager and/or his advisory committee prior to the pieces being displayed at the Municipal Office. At the termination of the exhibit, all walls must be repaired and left in the same condition that they were found.

#### Insurance:

While the artwork and/or photography are in the possession of the Town of Kittery, they will be given the utmost care and attention; however, the town will not be liable for work that may be damaged during the exhibit process.

All exhibitors must sign a participant form/disclaimer prior to the display of their artwork at the Municipal Office. Participant forms are available through the Town Manager's office.

Adopted 2-27-06  
by the Kittery Town Council

PARTICIPANT APPLICATION FORM  
TO EXHIBIT ARTWORK AND/OR PHOTOGRAPHY  
AT THE KITTERY MUNICIPAL OFFICE COMPLEX  
200 Rogers Road Ext.  
Kittery, ME 03904

ARTIST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

CONTACT PERSON (If not artist): \_\_\_\_\_

ARTIST AFFILIATION/ORGANIZATION (If applicable): \_\_\_\_\_

TITLE OF EXHIBITION: \_\_\_\_\_

MEDIUM: \_\_\_\_\_ DURATION OF EXHIBIT: \_\_\_\_\_

INSURANCE COVERAGE:

While the Town of Kittery acknowledges that it will take reasonable care in handling/exhibiting the artwork, the Town is not liable for work that may be damaged during the exhibit process. By signing below, I agree to indemnify and hold harmless the Town of Kittery, its officers, officials, servants and employees from and against any damage and/or theft to my artwork or for any claims by any person(s) alleging bodily injury and/or property damage caused by my artwork.

SIGNATURE OF ARTIST: \_\_\_\_\_  
(or parent/guardian if participant is a minor)

DATE: \_\_\_\_\_

APPROVED BY THE TOWN MANAGER ON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
Jonathan L. Carter, Town Manager